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ABSTRACT

This document presents policies and guidelines adopted by the Illinois State Board of Education for the registration and voluntary recognition of nonpublic elementary and secondary schools. The policies and guidelines are advisory and request what is considered to be desirable action. The document first provides definitions of nonpublic school, registration, and recognition; lists the information and actions involved in registration; and identifies how nonpublic elementary and secondary schools gain and maintain the status of Full Recognition or how they appeal a recommended status of Probationary Recognition or Nonrecognition. The document then provides recognition guidelines for nonpublic elementary and secondary schools in the areas of governance (organization and philosophy, supervision and planning), instructional programs and services (philosophy and curriculum, extraclassroom activities, pupil services), facilities and support services, and personnel qualifications. An appendix presents pertinent sections of Illinois public school laws relating to nonpublic schools. (PB)

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POLICY and GUIDELINES

for

REGISTRATION and RECOGNITION of NONPUBLIC ELEMENTARY and SECONDARY SCHOOLS

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MARCH, 1984

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FOREWORD

In the spring of 1975 the Illinois State Board of Education called for the appointment of a committee of nonpublic school representatives to review possible policies and guidelines concerning nonpublic elementary and secondary schools. The Committee for Establishing Standards for Nonpublic Schools was appointed with twenty-one persons representing the Illinois Advisory Committee on Nonpublic Schools, the Catholic Dioceses, the Illinois Catholic Conference, and administrative organizations. The committee was convened in October 1975 and made its first report to the State Board in January 1976. The report titled "Position Paper on the Relationship of Nonpublic Schools and the Illinois State Board of Education" stated the following:

> "Each citizen of the state of Illinois has a right to an opportunity to obtain an education sufficient for the development of the individual's capabilities. This fundamental goal of education is set forth in the Illinois State Constitution, Article 10, Section 1.
>
> The primary obligation for the education of the child belongs to the parents. The state derives its right to provide education to the extent that the state acts for the parents.
>
> Formal education in our society is generally carried out within the framework of a school. It remains the parents' right and obligation to select for the education of the child either a public or nonpublic school.
>
> Recognizing that some of the aims of the nonpublic schools are different from those of public schools and that the financial bases for nonpublic schools are also different from public schools, the Illinois State Board of Education shall not establish recognition policies which are identical for both types of schools. Rather, the Board will assume the integrity of those nonpublic schools which are organized and operated in accordance with the principles of the state and federal constitution.
>
> In providing education opportunities for all its citizens, the state shall:
>
> A. As its primary responsibility to nonpublic schools, provide information and services.
>
> B. Protect its citizens from fraud and abuse.
>
> C. Provide a process of mandatory registration of nonpublic schools.
>
> D. Provide a process of voluntary recognition of nonpublic schools."

The Illinois State Board of Education has established policies and guidelines to insure the integrity of nonpublic schools. These policies and guidelines were developed in consultation with the Committee for Establishing Standards for Nonpublic Schools.

INTRODUCTION

The Illinois State Board of Education is authorized by statute (see Appendix A) to determine policies and guidelines with respect to private (nonpublic) elementary and secondary schools in Illinois. These policies and guidelines are advisory and request what is considered to be desirable action. The Illinois State Board of Education has adopted the following policies for the registration and voluntary recognition of nonpublic elementary and secondary schools:

Nonpublic elementary and secondary school registration--That all nonpublic elementary and secondary schools in the state of Illinois be registered on an annual basis; such registration to be completed in conformance with procedures to be prescribed by the Illinois State Board of Education. Information required for satisfactory registration shall include assurances of compliance with federal and state laws regarding health examination and immunization, attendance, length of term, nondiscrimination, and with applicable fire and health safety requirements. This policy to be in effect July 1, 1977, amended December 11, 1980.

Nonpublic elementary and secondary school recognition--That all nonpublic elementary and secondary schools in the state of Illinois may voluntarily seek the status of "Nonpublic School Recognition" by the Illinois State Board of Education.

Certificate of Nonpublic School Recognition--Such status may be obtained by compliance with administrative guidelines and review procedures as prescribed by the Illinois State Board of Education. Such guidelines and procedures shall take into account the recognized diversity of nonpublic schools and shall not impinge upon the noneducational relationships between such schools and their clientele.

It is intended by the Illinois State Board of Education that nonpublic schools receiving the Certificate of Nonpublic School Recognition shall be viewed by all educational institutions and organizations as having state-approved educational programs. Furthermore, such certification should mean that the attendance of children at such schools shall not be a barrier to participation in organized extracurricular activities or to acceptance by secondary and post secondary educational institutions.

Requests for additional information, procedures, and materials for registration and recognition of nonpublic elementary and secondary schools according to these policies and guidelines should be directed to:

Illinois State Board of Education
Department of Recognition and Supervision
Nonpublic School Approval Section
100 North First Street
Springfield, Illinois 62777

REGISTRATION AND RECOGNITION

1.00 NONPUBLIC ELEMENTARY AND SECONDARY SCHOOLS: DEFINITIONS

1.01 Nonpublic School--A school which is established to serve a particular educational purpose(s) but is not established and operated by a public school board of education.

1.02 Registration--A school is registered when it has filed with the Illinois State Board of Education a "Nonpublic School Registration, Enrollment and Staff Report" furnishing such evidence as required to assure compliance with federal and state laws regarding health examination and immunization, attendance, length of term, nondiscrimination, and with applicable fire and health safety requirements.

1.03 Recognition--A school is recognized when it voluntarily elects to conform with the minimum requirements as determined by the Illinois State Board of Education and set forth in this document.

2.00 NONPUBLIC ELEMENTARY AND SECONDARY SCHOOL (N-12) REGISTRATION

2.01 Registration involves the following information and actions:

A. All nonpublic schools in the state of Illinois shall complete and submit annually through the appropriate Regional Superintendent of Schools to the Illinois State Board of Education a "Nonpublic Elementary and Secondary Registration, Enrollment and Staff Report."

B. The school year calendar shall consist of a minimum of 176 days of no less than five hours of instruction, or a yearly total of 880 hours of instruction.

C. The school shall comply with prevailing state or local fire safety requirements and shall make available on request written evidence of regular inspection.

D. The school shall comply with applicable federal and state laws regarding nondiscrimination.

E. The school shall maintain evidence of compliance with Child Health Examination and Immunization laws.

3.00 NONPUBLIC ELEMENTARY AND SECONDARY SCHOOL (N-12) RECOGNITION

3.01 To gain recognition, the responsible official of a registered nonpublic school shall submit to the Illinois State Board of Education, Department of Recognition and Supervision, Nonpublic School Approval Section, a request for an application and official visit for purposes of achieving recognition. Staff of the Nonpublic School Approval Section will review the school's Registration Report, communicate with the school and visit the school to evaluate its operations and programs.

3.02 A school will be periodically visited for purposes of determining recognition status based on an evaluation in terms of its progress in meeting its stated philosophical and operational goals and specified program objectives.

3.03 The evaluation team will normally be composed of a representative from the Illinois State Board of Education, Nonpublic School Approval Section, the Office of the Regional Superintendent of Schools, a public school and a nonpublic school. The administrative details of each school evaluation will be mutually determined.

3.04 Upon review of the evaluation report which will include the recommendation of the Nonpublic School Approval Section, the State Superintendent of Education will grant one of the following:

A. Full Recognition--granted to a registered school that voluntarily requests evaluation and meets the criteria contained in these guidelines (Section 3.00 through 7.00).

B. Probationary Recognition--assigned to a school which is found to possess certain deficiencies in criteria contained in these guidelines but are not so serious as to deny recognition. This status is a warning that the school must make specified improvements within one calendar year from the date of assignment.

C. Nonrecognition--assigned to a school which substantially fails to meet criteria in these guidelines as determined by on-site evaluations. A school receiving such nonrecognition may reapply after requesting consultation with the Nonpublic School Approval Section.

3.05 School officials will be notified of the recognition status and, if approved, a Certificate of Nonpublic School Recognition will be sent to the school.

3.06 Continued recognition will be based upon the submission of annual reports to the Illinois State Board of Education and periodic visits to the school.

3.07 A responsible school official who wishes to appeal a recommended status of Probationary Recognition or Nonrecognition may do so by filing a formal statement of appeal within fourteen (14) days of the receipt of the letter of notification of the recommended status. The appeal notice shall be submitted to the Assistant Superintendent, Department of Recognition and Supervision, Illinois State Board of Education, with a copy to the appropriate Regional Superintendent. Within thirty (30) days of receipt of the appeal notice, the Assistant Superintendent, Department of Recognition and Supervision, will convene an Appeals Committee which will conduct a hearing and will review all the pertinent

information, including the procedures which led to the recommended recognition status. The school official shall have the opportunity to present evidence that the program or service in question adequately satisfies the Guidelines.

The five-member Appeals committee shall be composed of three assistant superintendents and a member of the legal staff from the Illinois State Board of Education. The fifth member of the Appeals Committee shall be appointed by the State Superintendent of Education and will not be an employee of the Illinois State Board of Education. The Chair shall be appointed by the State Superintendent of Education. The Committee's findings shall be forwarded to the State Superintendent of Education, with a specific recommendation. The decision of the State Superintendent of Education, who may accept or reject the committee's recommendation, shall be a final administrative decision.

The responsible school official shall be notified of the decision within thirty (30) days of the conclusion of the hearing.

4.00 NONPUBLIC ELEMENTARY AND SECONDARY SCHOOL (N-12) GOVERNANCE

4.01 Organization: Policies and Philosophy

A. Each school or school system shall identify and describe its policies and its policy-making procedure.

B. The school's philosophy, purpose, and objectives shall be clearly expressed and approved by its governance.

C. The school shall identify and describe its means for complying with applicable federal and state laws regarding nondiscrimination for students and personnel.

4.02 Administration: Supervision and Planning

A. The administration and supervision of the school shall be the chief responsibility of a designated individual or individuals.

B. Documentation of effective planning, operation, evaluation and reporting shall be maintained.

C. Provision shall be made for continuity and articulation of the program of studies and the progression of students and their record within and between schools.

5.00 NONPUBLIC ELEMENTARY AND SECONDARY (N-12) INSTRUCTIONAL PROGRAMS AND SERVICES

5.01 Instructional Programs: Philosophy and Curriculum

A. The educational program shall be developed from the school's philosophy, special purposes and objectives, from a knowledge of the educational and developmental needs of its students and shall serve the educational functions for which the school exists.

B. The curriculum shall place emphasis upon the development of knowledge, skills and understanding appropriate to its student body in accordance with its stated purpose, goals and objectives. Such a curriculum shall:

1. provide learning experiences which may include, but are not limited to, the following: language arts, mathematics, science, social science, health and safety, physical education, fine arts, and practical arts;

2. facilitate the development of skills, such as: reading, writing, spelling, listening, expressing ideas, speaking clearly, critical thinking, using basic mathematical computation, observing carefully, solving problems, participating effectively in groups, healthy living, enjoying aesthetic experiences, understanding career development, clarification of individual values.

C. The school's program shall consist of a minimum of 176 days of no less than five clock hours of instruction, or 880 clock hours of instruction within each school year.

D. Schools shall describe the provisions they make for students of different talents, intellectual capacities and interests, as far as these are compatible with the special functions of the school.

E. Schools shall provide a total pattern of instruction, including such special components as:

1. instructional objectives,
2. planning by teachers,
3. the selection and use of varied types of learning materials and experiences,
4. the adaptation of organizational and instructional procedures to pupil needs,
5. the use of varied evaluation instruments and procedures.

F. Upper elementary and secondary schools shall provide instruction in the history of the United States and representative government.

G. A program of inservice education shall be maintained to stimulate continued improvement of teaching and curriculum.

5.02 Extra-Classroom Activities: Development of Leadership and Social Skills

Schools shall foster an appropriate intellectual, cultural, and social climate; promote growth in student leadership and social interaction skills; and encourage special student interests through a diversified and balanced program of extra-classroom activities.

5.03 Pupil Services: Diagnosis and Services

Schools shall provide pupil services for all students and particularly for those unable to gain maximum benefit from the usual school experiences. A record of health examinations and immunizations as required by law shall be established and maintained. Such services should also include:

1. health services;

2. physical, socio-emotional, mental testing and diagnosis;
3. medical examinations including physical, dental, vision and hearing screening, and medical records maintenance;
4. educational, vocational, social-civic, and personal guidance services;
5. where applicable, special education services and instruction for exceptional students.

6.00 NONPUBLIC ELEMENTARY AND SECONDARY SCHOOL (N-12) FACILITIES AND SUPPORT SERVICES

6.01 School Facilities: Building Safety and Fire Standards

A. The site shall be accessible to the school population, as free as possible from traffic hazards and distracting noise, and functional for the instructional program.

B. The building shall be clean and kept in good repair. Proper precautions shall be taken to protect pupils and employees from injury.

C. Schools shall be in compliance with applicable standards for heating, ventilation and illumination.

D. Schools shall comply with prevailing state or local fire safety codes.

6.02 School Food Services: Balanced Meals and Service Operations

A. If a school provides food service, the school shall offer a variety of well-balanced meals in accordance with local, state, and federal regulations.

B. Schools which receive reimbursement for food programs shall follow state/federal guidelines for the operation of the program, record keeping, and claims filing.

7.00 NONPUBLIC ELEMENTARY AND SECONDARY SCHOOL (N-12) PERSONNEL QUALIFICATIONS

7.01 Teachers and other professional staff members shall hold a baccalaureate degree or equivalent formal education. However, a school may employ teachers or other professional staff on the basis of demonstrated competence in lieu of a baccalaureate degree or its equivalent.

7.02 Teachers must demonstrate competency in teaching students at the particular level of assignment and display proficiency in their assigned areas.

7.03 The administrator(s) of the school shall demonstrate to its governance competency in administration, supervision and related administrative fields.

7.04 The school shall identify and describe specifically the measure used to determine competency or equivalency in its selection of teachers or administrators who have less than baccalaureate degree or equivalent formal education.

7.05 The school shall evaluate and actively encourage teachers to improve teaching competency.

7.06 Policies and procedures for staff selection and assignment shall comply with federal and state regulations pertaining to nondiscrimination.

APPENDIX A

PERTINENT SECTIONS OF PUBLIC SCHOOL LAWS OF ILLINOIS RELATING TO NONPUBLIC SCHOOLS

Illinois Revised Statutes
Chapter 122 - Schools

Article 1A. State Board of Education

Section 1A-4 Further powers and duties of the Board.

Paragraph C

The duties of the State Board of Education shall encompass all duties currently delegated to the Office of the Superintendent of Public Instruction and such other duties as the General Assembly shall designate. The Board shall be responsible for the educational policies and guidelines for public and private schools, pre-school through grade 12 and Vocational Education in the State of Illinois. The Board shall analyze the present and future aims, needs, and requirements of education in the State of Illinois and recommend to the General Assembly the powers which should be exercised by the Board. The Board shall recommend the passage and the legislation necessary to determine the appropriate relationship between the Board and local boards of education, and the various State agencies and shall recommend desirable modifications in the laws which affect schools.

Article 26 Pupils - Compulsory Attendance

Section 26-1 Compulsory school age--Exemptions.

Whoever has custody or control of any child between the ages of 7 and 16 years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term, except as provided in Section 10--19.1; provided that the following children shall not be required to attend the public schools:

1. Any child attending a private or a parochial school where children are taught the branches of education taught to children of corresponding age and grade in the public schools, and where the instruction of the child in the branches of education is in the English language.

Article 27. Courses of Study--Special Instruction

Section 27-8.1 Health Examinations and Immunizations (P.A. 81-184)

(1) In compliance with rules and regulations which the Department of Public Health shall promulgate, and except as hereinafter provided, all children in Illinois shall have a health examination as follows:

Within one year prior to entering kindergarten or the first grade of any public, private or parochial elementary school; upon entering the fifth and ninth grades of any public, private, or parochial school; prior to entrance into any public, private or parochial nursery school; and, irrespective of grade, immediately prior to or upon entrance into any public, private or parochial school, or nursery school, each child shall present proof of having been examined in accordance with this Section and the rules and regulations promulgated hereunder. Additional health examinations of pupils may be required when deemed necessary by school authorities.

(2) The Department of Public Health shall promulgate rules and regulations specifying the examinations and procedures which shall constitute a health examination.

(3) Every child shall, at or about the same time as he receives a health examination required by subsection (1) of this Section, present to the local school, proof of having received such immunizations against preventable communicable diseases as the Department of Public Health shall require by rules and regulations promulgated pursuant to this Section and "An Act in relation to the prevention of certain communicable diseases," approved July 5, 1967, as amended.

REM:mi 1862N

Illinois
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